

Idaho State Historical Society
Financial Services
Quarterly Report
April 2005-June 2005
Submitted by Vi Huntsinger

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

April:

1. Start procedures for utilizing anticipated fy 05 salary and operating savings to replace obsolete and unuseable equipment.
2. Jeanne participated in HD contest judging.
3. Analyze FAS hold file for Pavilion Construction in Process transactions.
4. Jeanne attended Internal Control SCO training.
5. Prepared equipment disposal request of SHPO and Administration unusable equipment donation to charity institution.

May:

1. Prepared and reported STARS structure revisions to provide for special one time funding in FY06 budget and report to DFM & SCO.
2. Informed staff of open enrollment procedures for FY 06 healthcare benefits
3. Jeanne attended SCO presentation on proposed "Payment Services Application".
4. Jeanne attended FAS training.
5. Notification given to Department of Administration of the agency's intent to vacate current premises and relocate Historical Library and Administrative Offices to the Idaho History Center in FY 06.
6. Entered FY 06 budget allocation into STARS.
7. Requested information from DFM regarding purported \$5,400 excess Risk Management funds in FY 05 budget. (We were notified by DFM that our FY 05 budget contained this additional appropriation. I requested, but did not get a response from DFM, how this excess budget figure was determined since our insurance budget for FY 05 was reduced by \$4,600 and our cost in comparison to FY 04 was only reduced by \$2,841.56). (We are still being asked to account for how we spent these **"extra"** funds.

8. Advised OSBE of our intent to use FY 05 salary savings to replace unusable equipment.
9. Supplied OSBE with documents outlining our proposed FY 07 budget enhancement request for their board minutes.

June:

1. Analyzed NHPRC 04 grant expenditures and made adjustments.
2. Started SCO FY 05 closing package reports.
3. Jeanne attended Fiscal Year End P-card transaction closing training.
4. Barbara announced her early retirement
5. Processed transactions to clear FAS Hold File
6. Updated grant and special project reports and requested grant funds.
7. Process employee evaluations as available.
8. Ended FY 05 with general fund appropriation balances of :

Program 01 - operating-	25.42
Program 01 - capital	<u>39.00</u>
Program 01 Total	64.42
Program 04 - operating	<u>4.06</u>
Agency total	<u><u>68.48</u></u>

Projects Underway:

1. Continue FT 2007 budget request preparation.
2. Prepare trend analysis or other reports as required by LSO.
3. Continue Fiscal Year-end report processes and submit reports to SCO..
4. Revise monthly reports for FY06 data.
5. Update grant and special project reports and request grant funds.
6. Prepare indirect cost report based on FY 06 operations.
7. Prepare FY 2007 capital budget request for Permanent Building Fund Committee.
8. Recruit to fill Financial Support Technician and train replacement.

Personnel:

Retirement of Barbara Hansen.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.